

City of Raleigh Museum Facility Rental Packet (Revised 3/17)

Museum Rental Policies and Procedures

The City of Raleigh Museum is managed by the City of Raleigh. The Museum's first floor main gallery and lower level classroom are available to rent for functions such as buffet receptions, fundraisers, seminars, workshops and meetings. Our policies help to assure proper maintenance, use and enjoyment of our facilities. We request your cooperation in following the policies outlined below to keep the City of Raleigh Museum vital for future generations. Please remember that as a museum the facility and its contents may change with frequency without notice.

To reserve space for a function:

Contact Megan Raby at 919-996-3023, megan.raby@raleighnc.gov, to discuss availability of the museum on your desired date. She will be your primary contact with the museum. **Applications must be received 45 days in advance of the rental date for consideration.**

Rental Facilities:

A. J. Fletcher Foundation Gallery – 1st Floor. This space can accommodate standing buffet receptions for a maximum of 150 guests and seated events for a maximum of 100 guests. **Rental of the A.J. Fletcher Gallery automatically includes the COR Lobby Gallery at no additional fee.**

COR Lobby Gallery – 1st floor. This space can accommodate standing buffet receptions for a maximum of 100 guests and seated events for a maximum of 75 guests.

Woman's Club of Raleigh Classroom – Lower Level. Available for business meetings, seated luncheons or dinners for a maximum of 50 guests.

The COR Museum Gift Shop – The museum gift shop is not open during private rentals. If you are interested in purchasing items during your rental you are required to discuss this with museum staff beforehand. Access is not guaranteed.

Rates, Fees, and Deposits:

The rental time frame is inclusive of the necessary set-up, the event, and required clean-up time. All evening events must conclude by 12:00 Midnight to allow for the necessary clean-up of the event. All rates, fees, and deposits are due at time of application. **Applications must be received 45 days in advance of the rental date for consideration.**

Rental Rates:

A.J. Fletcher Foundation Gallery

Weekend Pricing Schedule – Friday, Saturday, Sunday

\$1200 flat rate for 8 hour timeframe for a Friday, Saturday or Sunday

\$1000 flat rate for 6 hour timeframe for a Friday, Saturday or Sunday

\$750 flat rate for 4 hour timeframe for a Friday, Saturday or Sunday

\$200 per hour a la carte

2 hour minimum rental

8 hour maximum rental

All rate fees are due at time of application.

Weekday Pricing Schedule – Monday through Thursday:

\$100 per hour for a Monday through Thursday event

2 hour minimum rental

8 hour maximum rental

All rate fees are due at time of application.

COR Lobby Gallery

Weekend Pricing Schedule – Friday, Saturday, Sunday

\$1000 flat rate for 8 hour timeframe for a Friday, Saturday or Sunday

\$800 flat rate for a 6 hour timeframe for a Friday, Saturday or Sunday

\$600 flat rate for 4 hour timeframe for a Friday, Saturday or Sunday

\$200 per hour a la carte

2 hour minimum rental

8 hour maximum rental

All rate fees are due at time of application.

Weekday Pricing Schedule – Monday through Thursday

\$100 per hour for a Monday through Thursday event

2 hour minimum rental

8 hour maximum rental

All rate fees are due at time of application.

Woman's Club of Raleigh Classroom

Fee Schedule

\$75/hourly rate minimum for a weekday, weeknight or weekend

2 hour minimum rental

8 hour maximum rental

All rate fees are due at time of application.

Rate Discount for Members

We offer a 10% discount toward the rental rates to City of Raleigh Museum and Mordecai Square Associates members. The discount does not apply to any fees and/or deposits. Please ask staff for information regarding this valuable added benefit.

Rental Fees:

Cleaning Fee (Required):

There is an \$80 fee to professionally clean the rented space after your event. The renter is responsible for leaving the rented space in the condition it was found. At the conclusion of the event, all table tops, counters, work surfaces and other areas on which food, flowers and beverages have been placed must be cleaned. Tables, chairs, and other pieces must be returned to their appropriate location. (Do not use polishes, waxes, or sprays on any of the furnishings!) All spills on the floors, and other areas need to be properly cleaned. Kitchen appliances, counter tops and all floors are to be cleaned with provided supplies. All trash and recycling is to be removed from the property. Failure to comply with these instructions may result in the loss of the renter's damage deposit.

Damage Deposit (Required):

A deposit of \$250.00, payable to the City of Raleigh is required for all functions. It is due at time of application. If cleaning and/or repairs to the property are required after the event, the amount will be deducted from your damage deposit. The remainder will be returned to you within 4 – 6 weeks after your event. If costs for repairs and/or cleaning exceed the amount of the damage deposit, you will be billed for the balance due. Labor incurred by the City of Raleigh Museum to perform services otherwise the responsibility of the Licensee according to the Terms, Conditions and Rules will be billed at \$100 per hour. The City of Raleigh Museum will notify the renter in writing of any damages; however, waiver of notification occurs when we are unable to reach the renter due to an address change or inaccurate information placed on the application.

Alcohol Permit Fee (Optional):

There is a \$50 fee to issue an alcohol permit. The permit is supplied by the City of Raleigh Museum/City of Raleigh. **Beer and wine only are permitted.** Any and all liabilities arising from consumption on the premises are the responsibility of the renter.

Audio Visual A/V Fee (Optional):

There is a \$75 fee to use the museum's AV system. This is a state of the art system that can be employed in the COR Lobby area that includes HDMI, surround sound, and Blu Ray capability. It is perfect for a memory slide show or video component to your event. **Renters must supply the computer as well as content for use at your event.** The system uses a standard VGA as well as HDMI connections. Renters may also use the screen provided in the "Raleigh Then, Raleigh Now, Raleigh Next" exhibit. This is controlled by staff via a password. There is no way to play a slideshow on this screen except through the internet. Renters are encouraged to save a slideshow to websites such as Flickr or Shutterfly for this purpose. **Renters are also encouraged to test all slide shows or video components before the rental.**

Fees and Regulations:

The City of Raleigh Museum is available for rent Tuesday through Saturday 10 AM – 12 PM. Sunday 12PM – 12PM. Alcohol service and amplified music must end one hour (60 min) before the end of the contracted rental time. Rental hours for an event must include setup and clean-up time for both the support services (caterer, florist, musicians, etc.) and the event party members (wedding party). Rentals are billed hourly, any partial hour will be charged as an hour. All time including set-up and take down is billable time. Any stay of renters support staff or renters before or after rental time will result in additional charges billed at the a la carte hourly fee of \$200. Rentals are one time use only. Ongoing or recurring use of the City of Raleigh Museum is prohibited.

Preparation for the event:

No matter which space you rent, be it the A.J. Fletcher Foundation Gallery, COR Lobby Gallery, or Women's Club of Raleigh Classroom, a representative from the museum will be present in the lobby to meet the renter at the beginning of the rented time specified. They will be there for 10 minutes, after this point it is the responsibility of the renter to locate the staff member in the offices on the basement level of the museum.

A representative from the rental must check-in with museum staff before any set-up begins.

All decorations must be approved by the rental manager one week in advance of the scheduled rental.

Decorations and other rental related items may be dropped off at the museum 24 hours in advance during operating hours. The museum is open Tuesday through Saturday from 9:00 to 4:00 and Sundays from 1:00 to 4:00.

No items shall be placed on top of artifacts, exhibits, or exhibit cases.

No items shall be attached to the walls, windows, doors, or woodwork unless express consent is given.

No bubbles, confetti, glitter, rice, or bird seed are allowed in the museum.

Any tables, equipment, etc. that are used must not be pushed up against the walls nor have bases or legs that may damage the floors.

Votives in glass holders and sterno under chafing dishes are the only permissible open flames inside the museum. **No sparklers are allowed in the museum or under the awning out front.**

All decorations are to be removed immediately following the event unless other arrangements have been made in advance. All items must be picked up the following business day. We are not responsible for decorations or belongings left at the museum.

Museum exhibits are permanent and cannot be moved.

Museum furniture and accessories shall not be moved without consent.

Furnishings

These are available “as is” to the renter for use with their event.

- approximately 15 6’ rectangular folding tables
- approximately 9 5’ round folding tables
- approximately 75 folding black chairs with cushion.

Due to the number of rentals sometimes table and chairs can break, we cannot guarantee the exact number of furnishings listed for each rental and thus state an approximate amount. Should you need this exact number we encourage renters to rent additional chairs and tables from an outside company.

Linen for tables will need to be rented from an outside company.

The renting party is responsible for all set up and break down of available museum furnishings.

If you choose not to use our furnishings and rent from an outside company they can drop off items 24 hours in advance during operating hours. The museum is open Tuesday through Saturday from 9:00 to 4:00 and Sundays from 1:00 to 4:00. All rented items are required to be picked-up the following business day after the rental occurs.

Independent contracts with event specialists:

Renters may choose to hire event specialists (caterers, florists, etc.) to help with their event. Renters will be held ultimately responsible for all involved in following the rules.

Florists:

Florists must furnish their own containers for flowers and decorations. All cardboard boxes and/or waste must be removed by the florist.

Floral arrangements should have an underlining tray to prevent water or moisture damage to the floors. The renter should inform the florist of these rules. Additional terms for florists are included in this agreement.

Caterers:

Caterers must have a valid caterer’s license. The Caterer and/or the renter will provide all preparation tools, china, crystal, eating utensils, towels, etc. Additional terms for caterers are included in this agreement. The renter shall provide the caterer with a copy of these rules.

Music/Sound Systems:

The Museum must approve all musical instruments/sound systems in advance of usage. Instruments must be able to be carried in by one person. The combined weight of all instruments must not exceed 200 pounds.

Setting up for the event:

Museum staff is not able to provide support services for your event.

Access to the building will be provided as scheduled with museum staff.

One staff person will be provided for the event. The staff will unlock the building for the event and will be a resource for emergencies and act as proctor for your event. In no way will the staff person act as a coordinator or assist your party with event logistics before, during, or after the event.

Miscellaneous:

There is no smoking in the museum. Smoking is permitted outside; however, please do something to mitigate the incidence of cigarette butts left on the ground outside. Either the caterer or the licensee must clean up cigarette butts left on the ground outside at the end of the function.

A telephone is available at the Visitor Services Desk for local calls. Long distance calls are not permitted.

Parking is available on Martin, Hargett and Salisbury streets in designated areas. The Moore Square and Alexander Square parking lots are the closest paid lots to the museum and are located on Wilmington Street. These lots are generally free on the weekends, except for special events. You can find more information on parking here: <http://www.godowntownraleigh.com/get-around/parking>

Host/hostess reserves the right to ask persons not respecting the museum to leave.

Applications must be received 45 days in advance of the rental date for consideration.

Terms for Caterers

Caterers are required to complete and return a catering Permit before a rental can occur. In addition to the terms for rental of the City of Raleigh Museum, a copy of which shall be provided to the Caterer by the Licensee, the following conditions must be met by the Caterer and his/her staff:

1. Caterer should have a valid Caterer's License. The caterer must provide a copy of a certificate of insurance to the museum naming the "City of Raleigh, PO Box 590, Raleigh, NC 27602" as additional insured.
2. Caterer and/or licensee will be responsible for providing all additional tables and equipment needed to service the event, including garbage cans and bags.
3. Caterer and/or licensee is responsible for all preparation tools, china, crystal, glasses, eating utensils, etc., to be used for the event. Additionally, napkins, tablecloths, towels and cleaning supplies are to be provided by the Caterer and/or licensee.
4. Caterer should provide staff to circulate during the event and clear glasses, bottles, etc., as they are placed down.
5. Food may be reheated to be served, but there is to be no prolonged food preparation or cooking, particularly that which may cause smoke or grease.
6. If food or liquids are spilled on any furnishings, floors or rugs, please report it to the event proctor immediately so that proper cleaning may be done as soon as possible.
7. Caterer is responsible for COMPLETE kitchen clean up, including damp-mopping the floor and cleaning surfaces. Brooms and mops are in the closet in the kitchen.
8. At the conclusion of the event, all surfaces on which food or beverages have been placed must be wiped clean.
9. All unused food, trash, etc., is to be removed from the premises. Failure to remove trash and recycling will result in loss of security deposit.
10. All liabilities and claims that may arise against the City of Raleigh Museum from the Caterer's usage are released under the terms of the Release and Indemnity Contract signed by the licensee and are incorporated herein by reference.

Terms for Florists/Decorators

1. All decorations must be approved by the Museum.
2. No items shall be attached to the walls, windows, doors or woodwork.
3. Any tables, equipment, etc., that are used must not be pushed up against the walls nor have bases or legs that may damage the floors.
4. Only votive candles in glass containers are permitted.
5. All decorations are to be removed after the event unless other arrangements have been made in advance. We are not responsible for decorations or belongings left at the museum.
6. Florists must furnish their own containers for flowers and decorations.
7. Floral arrangements should have an underlining tray to prevent water or moisture damage to the furniture and floors.
8. Florists must remove all cardboard boxes and floral waste from the premises.

City of Raleigh Museum
RALEIGH PARKS AND RECREATION DEPARTMENT
RELEASE AND INDEMNITY AGREEMENT

EQUAL OPPORTUNITY: The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH, North Carolina, and do engage in activities for the executive benefit of the undersigned; and

WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;

NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

- A. Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence)
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- B. Fully and forever release and discharge the CITY OF RALEIGH, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.

- C. Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

_____ Dated at Raleigh, NC the ____ day of _____
Name of Person Responsible for Rental 20____, at ____ o'clock pm/am

Signature of person Responsible for Rental (must be at least 18 years old)

Address, City, State and Zip

Telephone Number day/evening/pager/cell

Witness: _____ Signature: _____
(This is any second party present; it does not need to be a City of Raleigh Museum staff member.)

RENTAL CLOSING CHECK LIST

All of these items are to be completed during break down of a rental. Failure to do so will result in the loss of security deposit.

- ☐ All chairs are placed cushion side down on the black rolling carts evenly, approximately 25 per cart and rolled back behind kit homes against back side wall.
- ☐ All tables are returned to their upright position in the storage area behind the “Let Us March On” Exhibit. Round tables go in first with rectangular tables closest to the door.
- ☐ All alcohol is removed from the premises.
- ☐ All audio visual A/V equipment is turned off and all chords and microphones are returned to the closet in the lobby.
- ☐ All decorations are removed from the premises unless previously discussed with museum management and are then placed behind the “WWII” Exhibit.
- ☐ All catering equipment is to be removed from the premises.
- ☐ The kitchen is COMPLETELY cleaned up, empty of all food and supplies brought in for the rental and counters should be wiped down.
- ☐ All food, trash, and recycling is to be removed from the premises.

RALEIGH PARKS AND RECREATION DEPARTMENT
CATERING PERMIT

Name of Company

Catering Company Representative

Address (Street/City/State/Zip)

Phone - day _____

evening/weekend _____

pager/cell _____

Name of Group/Organization being served

Date of the catered event _____ Number of people being served

Anticipated Time of Arrival _____ Anticipated Time of Departure

General Rules and Regulations for Catering Events

1. NO alcoholic beverages of any kind (including beer, wine products, hard liquor, liqueurs, home-brewed concoctions, etc.). (See Special Facilities site packets for exceptions.)
2. The completed permit must be submitted to the facility manager's office no less than five (5) working days before the event.
3. All catered events must have all equipment, food, and cookers hand carried or rolled to the intended Picnic Shelter, Visitor Center Conference Room/Verandah and/or other isolated locations. Vehicles are restricted to public roads and parking areas. ie: do not drive to picnic shelters, on grass, etc.
4. Lights, electricity and water are not guaranteed in your outside rental.
5. Assistance for carrying items to and from isolated areas is the responsibility of the person and/or organization conducting the event.
6. The caterer and the group are responsible for keeping areas clean during and after use. Only taped decorations may be attached to picnic shelters, verandah structures and free-standing items - all must subsequently be removed upon the completion of the event. NO

decorations of any type may be posted on room walls, doors/door frames, windows/window frames, ceilings, or floors.

7. All grease and food scraps must be collected in a container and disposed of in the garbage. DO NOT pour grease, oil or fat into any drain. [Raleigh City Code 8-2113(a)(14)]
8. Do NOT remove tables from rooms or shelters. No alterations may be made at any site.
9. The person(s) and/or company making this request do waive and release all claims against the Raleigh Parks and Recreation Department, its employees, and the City of Raleigh for any and all damages, losses, cost to person or property arising either directly or indirectly from the use of said premises and/or from the exercises of the privileges granted by this permit.

I have read, understand and agree to abide by the above rules and regulations as well as others that may be imposed. I understand that if I fail to abide by any of them, I will be asked to immediately leave the premises. Should I choose not to leave, I will be escorted off-site by law enforcement officials.

Signature of Catering Company Representative

Date

Return form to:

Megan Raby
City of Raleigh Museum
220 Fayetteville Street, Suite 100
Raleigh, NC 27601-1310
Megan.Raby@raleighnc.gov
919-996-3023

Rental Application

Name: _____

Address: _____

Museum Member: ☐ Yes ☐ No

Mordecai Associate: ☐ Yes ☐ No

Phone: (H) _____

(W) _____

(Cell) _____

Email: _____

(Email will be used send your contract and receipts)

Purpose of Event: _____

Name and address for damage deposit refund to be mailed:

Date of Event: _____

Time of Event: _____ (starts with set up and concludes at the end of break down and cleaning)

Anticipated number of people to be in attendance: _____

Will there be music? _____

What type: _____

Musicians: (contact name and phone #) _____

Caterer: (contact name and phone #) _____

Florist: (contact name and phone #) _____

Rental Company: (contact name and phone #) _____

Items to be rented:

I understand that the City of Raleigh Museum is an educational institution that exhibits important and irreplaceable artifacts. I will treat the contents of the museum and historically significant facility with all due care and respect. I have read and understand all rules and agree to abide by them:

Signature of Renter: _____ Date: _____

Approved by: _____ Date: _____

ALL RENTERS OF THE CITY OF RALEIGH MUSEUM ARE REQUESTED TO ADHERE TO THE AFOREMENTIONED RULES AND TO INFORM THEIR GUESTS TO HONOR THEM.

All rates, fees, securities, deposits, and forms are due at time of application. Receipt of completed application and forms as well as complete payment will secure the date for your event.

Reservations are taken on a first-come, first-serve basis. **Applications must be received 45 days in advance of the rental date for consideration.**

Please return to the following address:

Megan Raby, Assistant Director
City of Raleigh Museum
220 Fayetteville Street, Suite 100
Raleigh, NC 27601-1310

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Payment Section – Credit Cards/Check

All fees, charges, and deposits are due at time of application.

Please select all that apply to your rental:

☐ AJ Fletcher Gallery ☐ COR Lobby Gallery ☐ Women's Club Class

Date of rental: _____

Times of rental (Rental time includes set-up and break-down): _____

Required Fees:

\$ _____ Rental Rate

☐ \$250 Damage Deposit (refundable)

☐ \$80 Cleaning Fee

Optional Additions:

(Check all that apply)

☐ \$50 Alcohol Permit Fee

☐ \$75 Audio Visual/AV Fee

Total \$ _____

Check one

☐ MasterCard ☐ Visa ☐ American Express ☐ Check

Name of Responsible Party _____

(This is the person whom the refund will be returned to; Name should appear as it is on the credit card.)

Address _____
(Billing address if using a credit card)

City/State/Zip Code _____

Card Number (please print legibly) _____

Expiration Date _____ or Check Number _____

Total Amount Due _____

Signature _____ Date _____

Refund Policy –

